



# OFFICE OF THE CLERK/TREASURER

**City of Burlington**

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## BOARD OF FINANCE

**AUGUST 2, 2010**

Mayor Kiss convened a meeting of the Board of Finance at 4:10 p.m. with all members present except Councilor Wright.

### **1. Agenda**

The agenda was revised with a different sequence of items. An item 9 was added to the agenda: Centennial Field Engineering Study. The previous item 9 "To adjourn at 4:55 p.m." was moved to item 10.

### **2. Burlington Telecom: Personnel Reorganization**

The Board reviewed recommended position changes, reclassification and a reorganization for Burlington Telecom to include the conversion of two customer service representative positions to account executives for commercial sales and to adopt pay scales for installer positions to reduce the reliance on contracted service for installations and to reorganize the sales and marketing function to consolidate residential and commercial sales under one manager. During the discussion of this item Councilor Wright joined the meeting at 4:18 p.m. Councilor Paul made a motion, seconded by Councilor Leopold, to approve the proposed personnel changes and to recommend approval of the same to the City Council. The motion passed unanimously.

### **3. Fiscal Year 2010 Budget Amendments**

The Board reviewed a proposed budget amendment to include the allocation of cost of living adjustment funding to the appropriate General Fund accounts and to amend the budget to reflect requested appropriations previously approved by the Board of Finance but not yet submitted to the City Council. Councilor Paul made a motion, seconded by CAO Leopold, to approve the proposed final amendment to the Fiscal Year 2010 Budget and to recommend approval of the same to the City Council. The motion passed unanimously.

### **4. Burlington Fire Department: FY11 Supplemental Budget Request**

The Board reviewed a request by the Burlington Fire Department for a Supplemental Budget Appropriation of \$26,500 to provide for certain expenses including AED defibrillators, tools and equipment totaling \$15,000. Councilor Keogh made a motion, seconded by Councilor Paul, to approve the requested appropriation and to recommend approval of the same to the City Council and further to request the CAO to provide the Board with recommended funding sources for the appropriation. The motion passed unanimously.

## **5. Parks and Recreation:**

### **A. Harbormaster Boat**

The Board reviewed a request by the Parks Department for approval to purchase and finance a new aluminum boat for the Harbormaster for a cost of \$41,714. CAO Leopold noted that the proposed purchase and financing was already appropriated in the FY 2011 Budget for the Department.

### **B. Replacement of “D” Dock**

In addition, the Board considered a request for a sole source purchase of a replacement dock for Dock D at the Boathouse for a cost not to exceed \$200,000. Parks Director Mari Steinbach and Operations Manager Todd Greenough explained to the Board the rationale for the sole source acquisition from Dock Doctors as the only local supplier of galvanized steel truss dock systems.

Councilor Kehoe made a motion, seconded by CAO Leopold, to approve the requested purchase and financing of a boat for the Harbormaster and to approve the award of a contract with Dock Doctor to replace the D Dock at the Boathouse for a cost not to exceed \$200,000 to also be financed and to recommend to the City Council approval of this acquisition. The motion passed unanimously.

## **6. Downtown & Waterfront Planning Grant Authorization and Appropriation**

CAO Leopold reported to the Board that it was his recommendation to fund the appropriation authorization of \$85,000 for the City's share of a project for downtown and waterfront planning from the Fund Balance of the General Fund pending further analysis of projected Fiscal Year 2011 revenues as an alternate source of funding. In addition, the Board considered a request by the Planning and Zoning Department for approval of a resolution to authorize the City to participate in a regional planning grant. CAO Leopold made a motion, seconded by Councilor Paul, to approve the proposed appropriation and project application for the downtown and waterfront planning project and to authorize the City to participate in and apply for the regional planning grant. The motion passed unanimously.

## **7. Burlington Electric Department:**

### **A. Power Purchase Agreement with H.Q. Energy Services Inc.**

The Board reviewed a proposed resolution to authorize Burlington Electric Department to contract with Hydro Québec for a twenty-five year period for the purchase of power. CAO Leopold made a motion, seconded by Councilor Wright, to discuss the matter further at the next meeting of the Board of Finance and to request that the Department provide a presentation to the Council at the meeting of August 9, 2010. The motion passed unanimously.

### **B. Contract for Property/Boiler and Machinery Insurance**

The Board reviewed a request and proposed resolution by the Electric Department for authorization to renew the Department's Property/Boiler and Machinery Insurance at a total cost

of \$191,750 for a thirteen month period. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed contract and resolution and to recommend approval of the same to the City Council. The motion passed unanimously.

**8. COLA for Non-Union Personnel**

CAO Leopold advised the Board that the Administration was recommending approval of a Cost of Living adjustment for non-union personnel consistent with the tentative agreement approved by the Council for IBEW at a rate of 1.75%.

**9. Centennial Field Engineering Study**

CAO Leopold also advised the Board that at the next meeting of the Board it would be proposed that the City provide up to \$15,000 to match funding from the University of Vermont and an equal amount from the business community for the purpose of undertaking an engineering study of the required renovations to Centennial Field necessary to maintain Centennial Field as a minor league baseball site.

**10. Adjournment**

The meeting of the Board of Finance adjourned at 4:55 p.m.